

## COMMISSIONERS APPROVAL

GRANDSTAFF *absent*

ROKOSCH *GER*

THOMPSON *absent*

CHILCOTT *gc*

DRISCOLL *JD*

PLETTENBERG (Clerk & Recorder)

Members Present..... Commissioner James Rokosch,  
Commissioner Greg Chilcott and Commissioner Kathleen Driscoll

Date.....March 3, 2008

Minutes: Glenda Wiles

► Commissioner Thompson attended the Legislative Conference (Forest Counties) in Washington DC.

► The Board met with Airport Advisory Board Chairman Dave Hedditch, Airport Board Members Judy Stewart and Fred Haaskamp. Also present was Bill Stewart and Airport Manager Page Gough.

Dave stated he visited with FAA Administrator John Styba in regard to the Purpose and Need (P&N) Statement for the Environmental Assessment. John would like the Commissioners comment on this P & N as it is being sent to FAA Attorneys for their review. This P & N will be included in the final Environmental Assessment (EA) that will be given to the public. Pubic hearings will be held for public comment and decision by the Commissioners on the final choice of alternatives; which are:

- Alternative 1 – No action;
- Alternative 2 – Relocate runway 80 feet east;
- Alternative 3 – Relocate runway 240 feet east; and Alternative 4 – Relocate Runway 400 feet east.

Page stated any changes will not allow any larger aircraft than what is currently allowed, for example, B-S Aircraft. The changes are for the purpose of safety. Currently this airport is the busiest G-S airport in the state. Any changes made, through which ever alternative the Commissioners chose will allow for more ramp and hangar space and will make it much safer for landing and take off. Page stated there might be a little bit more traffic when these changes are made, and certainly more aircraft traffic will occur as the county grows.

Commissioner Rokosch stated this process falls in line with the planning and zoning at this time. Dave stated both he and Fred are attending the Victor and Hamilton CPC zoning meetings. Concern from the citizens has been expressed about air pollution. Dave stated by lengthening the runway 1,000 feet, the Forest Service Air Tankers could take off with a full load instead of a partial load when they fight fires. The current length of the runway at 4,200 feet, does not currently allow a full load of retardant.

Commissioner Driscoll asked about aircraft landing and causing damage to other planes and to the runway. There was discussion about the 17,000 lbs being the design strength of the asphalt pavement for a single wheel loading. Discussion also included over weight aircraft and their penalties. Commissioner Driscoll stated it is important to discuss what the public is going to perceive in regard to runway lengthening, making sure only facts are presented and explained. Commissioner Chilcott stated if they look at the history of these discussions, any runway lengthening will include a discussion by some citizens that the airport will accommodate larger aircraft etc. He stated it is important the Commission have the ability to answer these questions. Commissioner Rokosch stated it is important to establish the truth, and to treat all citizen concerns as valid.

Fred stated the best expertise is to review what the engineers have presented in regard to their forecast for the future. He stated while the airport activities may increase, the same users today will be the same users of tomorrow.

Bill stated some citizens want things left the way it is now, they don't want any changes or increased air traffic. From his perspective that is not a valid way to look at things. For example, look at the new construction on Highway 93; traffic simply increases and then we have less than safe conditions until there is re-construction.

Commissioner Driscoll expressed concern over the safety issues particularly in regard to the subdivisions coming in around Tammany Hill. Fred stated moving the runway to the north will correct some of this safety concern.

Page stated many of the residential neighbors have expressed concern about the location of the airport. He stated they purchased their home there after the airport was built out. He always invites the residential neighbors to the airport, visits with them about the type of aircraft that lands and services being provided. Once they learn that any runway lengthening will increase the safety and shift the landing and take off pattern, they seem to be satisfied.

Commissioner Rokosch stated once the Commission establishes impact fees specific for the airport, the people will understand these monies are not coming from their pockets. Commissioner Driscoll stated it is important to put factual information out to the public so the rumors and un-truths can be negated.

Commissioner Rokosch stated zoning is important to the area around the airport. Page stated there is an Airport Influence Zone, but people don't seem to see the airport prior to purchasing a house in that area.

Discussion included how some people don't like to address the facts but rather want to believe the rumors' because they really don't want to listen to facts or common sense.

Dave stated he will put together some factual information for the Commission when these public hearings begin. Other issues are the future finances of the airport which could include the gravel production from airport properties.

► In other business the Board met with Administrative Director Skip Rosenthal in regard to the office responsibilities in the Administrative and Personnel Office due to his resignation. Also present was Deputy County Attorney Karen Mahar, Accounting Supervisor Jana Exner and Accountant Verona Stromberg. Skip presented the job advertisement he recently ran by legal ad and websites. He also noted he is still in the process of preparing a job description, having questions on some of the current job functions such as dealing with union contracts. Skip also presented job descriptions for a Comptroller and Human Resource Specialist that he suggested are utilized for Jana Exner and Verona Stromberg's positions. He stated these new positions are not adding any new jobs for Jana or Verona; the new positions just state more clearly what their current job functions are and the revised budget (increasing salary ranges for both Jana and Verona) more accurately reflect what they should be paid according to other counties.

Skip also prepared and presented a revised Administration Budget for FY 2008 which includes COLA and longevity.

Internal Auditor Klarryse Murphy stated the Administrative Office budget has not increased over the past several years. She stated the balance of this year should not pose any problems, and Fiscal Year 2009 will be handled in the same manner that all departments are being funded. She stated qualified personnel are one of the largest costs to the county.

Commissioner Driscoll stated she sees less qualified personnel to draw from and it is important to keep the qualified personnel and pay them accordingly.

Karen stated the new job description for the Human Resource position should have union negotiations/collective bargaining expertise, as the county can ward off any errors and potential litigation that could cost the county money. Karen also stated the Commissioners should have an interim plan for this transition period until a qualified person is on board. The plan should include the daily personnel matters which would leave the Deputy County Attorney the ability to become involved in times of legal review so no conflict of interest arises.

Skip addressed employee contracts which can provide an 'out' if the person does not successfully pass probation, but the Commissioners need to remember the contract needs to be bought out for the remainder of the year if an employee does not work out. He stated probationary periods can be extended past the normal six months into a one year probation. Commissioner Chilcott stated the period could be for a full year right up front.

Skip stated some applicants may shy away from applying if they have a one year probationary period.

In discussing the day to day personnel operations until Skip's position is filled, Skip suggested that person be from the County Attorney's Office. Karen suggested Verona be utilized and if any legal questions arise to contact her. Discussion also included utilizing a Commissioner for some of those day to day personnel issues and if a problem arises, that Commissioner can recuse himself or herself from the legal process. Karen noted any legal issues can also be referred to Attorney Jack Holstrom at MACo.

Commissioner Rokosch asked Skip to draft an interim plan for this transition in the Administrative Office. Skip suggested the Commissioners call him if something were to come up as he could provide some history to the policies and procedures.

In regard to the new positions, Commissioner Chilcott asked if Jana and Verona are currently supervised by Skip. Skip stated that is correct. Commissioner Chilcott stated if these two positions are changed, they are creating a new department. Skip gave some background of this office and the personnel positions. Commissioner Chilcott suggested they identify a person and position to oversee the grants. Skip stated he intentionally left this discussion out in order to let the Commissioners pull that out of the Human Resource position. Commissioner Driscoll agreed, stating the grant portion of the grant administration should be separate from these new jobs and job descriptions they are discussing here today. Skip will also write an outline of the grants that are currently being housed with the county.

In regard to reclassification of Jana and Verona's job description, Commissioner Chilcott addressed the other departments and their needs. He stated while he understands the need to pay the employees more and level the parity of the personnel functions, one major issue is the dollars and fairness. Commissioner Rokosch stated he understands Commissioner Chilcott's concern but this is an opportunity to change the structure, redefine the job functions, and not for a lot of money. Klarryse stated these jobs are technical and it takes a lot of expertise. Neither one of these jobs are 'on the job training'.

Karen asked Skip if there is a policy which allows re-classification mid budget year. Skip stated it is the Commissioners who are responsible for compensation, and while they like to do this during the budget cycle, the past policies and practices do allow the Commissioners the flexibility to make these changes. Commissioner Rokosch stated when they have something of this nature there is a major shift of personnel and policy which is needed in the day to day operations.

Klarryse suggested Jana be allowed to do the salaries calculations rather than the new Human Resource person. The Commission concurred.

**Commissioner Driscoll made a motion to move forward with the re-classification of the Accountant position (currently held by Jana Exner) into the Comptroller**

**position with the job and fiscal description provided here today, and to re-classify the Accounting position (currently held by Verona Stromberg) into the Human Resource Specialists as an assistant to the Human Resource Personnel Direction effective March 15, 2008. Commissioner Chilcott seconded the motion. Discussion: Commissioner Chilcott stated they will need to address the grant administration position as soon as possible. All voted "aye". (See the attached 6 page document for position descriptions and revised FY 2008 budget.)**

Minutes: Beth Perkins

► In other business the Board met with Kevin Hoff of Johnson Controls. Kevin is the Project Coordinator for the Energy Performance Audit. Present was Administrative Director Skip Rosenthal.

Skip introduced Kevin Hoff to the Board as the Project Coordinator. He stated the Commissioners will be receiving the first quarterly bill from Johnson Controls. With the bill, they will be starting construction and Skip requested the Board's direction for storage of materials. He suggested utilizing the attic for storage in the Administrative Building.

Commissioner Rokosch stated Clerk & Recorder Regina Plettenberg has some concerns with the storage area around the Elections Room in the Courthouse during election season. Her concern is mainly with the upcoming primary election and the election equipment storage. Skip discussed speaking with Regina directly for her needs. Kevin stated he would like to attend the next Department Head meeting to address the schedule for each department. He would like to do the work around the individual department's schedule in order to not interrupt the daily work flow.

Kevin stated he would like to start with the lighting and then the chillers and boilers in June. He stated he is currently working with the contractors for start dates and timeframes. Kevin discussed with the Board the types of impacts that can be expected with the construction work such as noise level and utilization of space.

► The Board met for discussion and possible decision on a settlement of Powell lawsuit. Present were Civil Counsel Alex Beal, Planning Director Karen Hughes, Attorney Bill VanCanagan, Attorney Alan McCormick, Marlin Powell, Tammy Powell, Joshua Powell and several citizens.

Commissioner Rokosch called the meeting to order and reviewed the proposed settlement.

Commissioner Rokosch asked public access to the public agenda for review and consideration. Alex replied the notice has been on the agenda for approximately 3 weeks. The documentation has been available for public review at the Commissioners Office for one and a half weeks. Commissioner Chilcott requested a review by Attorney Alan McCormick.

Attorney Alan McCormick stated he reviewed the claims in the lawsuit which was related to the denial of the subdivision. There were three basis to deny which were road access, loss of agricultural land and impacts of agricultural water usage. Those had been reviewed to the merit of the lawsuit and were determined sufficient basis for lawsuit. For the mitigation of the loss of agricultural land, the applicant had not been given ample time to mitigate. He stated there may be a way to settle this lawsuit by providing ample opportunity to mitigate. It is his recommendation to accept the settlement consideration as presented.

Commissioner Rokosch questioned the offered mitigation for the Corvallis School District. Attorney McCormick replied the Board did not officially adopt the mitigated contributions due to the denial of the subdivision therefore it defaulted back to the original offered contributions listed in the Planning Staff Report.

Commissioner Chilcott questioned Settlement Condition #4. Attorney Alan McCormick replied it is a clause should the Board breach the settlement, the Board will be responsible for any loss to the Plaintiff. Commissioner Driscoll asked about her original decision to deny based on the road approach. Attorney Alan McCormick replied the decision to deny was found in conflict with the regulations. He stated the subdivision regulations are not going to address all the concerns therefore; you can mitigate those impacts and concerns. If you can identify the impacts not addressed by the standard set of regulations, then you can mitigate those impacts. Commissioner Driscoll stated if we are uncomfortable with those standards, then we can revise the regulations to address those concerns and impacts. Attorney Alan McCormick agreed with Commissioner Driscoll and further discussed MCA which involves public input in order to move forward with the standards the Board wishes to enact.

Commissioner Rokosch asked if the prime farm land lost was 20% of agricultural land. It seems to him it was greater. Karen replied the report reflects what the lawyers had indicated for settlement. Attorney McCormick stated the experts had done a review for sufficient evidence as basis for findings of fact.

Commissioner Driscoll asked about the agricultural water users. Attorney McCormick stated he has never seen regulations for agricultural water users. Commissioner Driscoll asked with an irrigation district that could compromise it, would it have been enough? Attorney McCormick replied it could. Commissioner Driscoll asked if it had to be a neutral expert. Attorney McCormick replied in the defense of this matter, there was evidence in the Report to indicate the qualifications were sufficient and met the requirements. The appropriate step would have been reasonable mitigation through conditions. The ability of condition comes at the State level of law. You need to have the mitigation directly related to the negative effect in order to base denial.

Commissioner Rokosch requested any other questions from the Board, hearing none. He stated he still has some concern with ignoring any of the other mitigation derived from the subdivision hearing. He does believe they can move forward with the majority of the

Board present here today. Commissioner Chilcott stated they have met with Civil Counsel Alex Beal and the other Commissioners regarding the settlement. It was consensus for approval on the settlement. Alex stated in the past, the Board has relayed counter offers and it should include public comment.

Commissioner Driscoll stated this may be an opportunity for public education on the subdivision regulations.

Commissioner Rokosch opened the floor for public comment.

Jake Kammerer questioned page 2 items number 4. How would this affect the client for the Powells should they decide to bring suit against the County? Alan replied it would not have any significant impact on the Commissioners. The subsection 4 is directed towards the Board's actions. It would not have any effect on the duties with this agreement. He is not concerned with an outside third party challenge.

Attorney VanCanagan stated this provision is not designed to create liability to the County should it be challenged by a third party. It affords these clients no enmity. Jake Kemmerer asked about mitigation for prime farm land or farm land of State importance not farm land of local importance. Commissioner Rokosch replied it is a work in process as to the interpretation of the current regulations and if it will require language changes in the regulations but is not a part of today's discussion.

Commissioner Rokosch asked for any further public comment.

Michael Howell asked about the reference to the Commission getting some preliminary advice about local farm land importance not being part of the consideration. Karen replied on page 6 of 20 at the top of the page but it is not related to any advice provided by the County Attorney's Office.

Commissioner Rokosch stated this subdivision came before the Board and there was no prior mitigation to the loss of farm land. At this point the Board is asking for mitigation to the Open Lands Program for loss of prime farm land.

Joshua Powell asked about mitigation presentation during the public meeting and not prior to the public meeting. It is to his understanding that is the proper time for such mitigation, not prior. Commissioner Chilcott asked for clarification. Joshua used irrigation as an example. He stated if there is a problem with irrigation that is not addressed in the regulations, isn't it the proper time to negotiate it at the public meeting. Commissioner Rokosch stated it is preferred to identify and address mitigation prior to public hearing however the Board has the right to mitigate negative impacts within the regulations and during the course of the public hearing. Commissioner Driscoll stated the best and highest quality of effort is a balance of the system and the people without harm to either.

Commissioner Rokosch requested any further public comment, hearing none, then closed public comment.

Commissioner Driscoll stated she would prefer to have a full board present to make a decision.

Commissioner Chilcott made a motion to adopt the Release and Settlement Agreement as presented and with the recommendations of the Attorneys present. No second of the motion was made.

Commissioner Rokosch stated he is concerned with the contributions mitigated during the public meeting not being included in the settlement. He suggested recessing and reviewing the minutes. Alex stated he does not believe it would help.

Attorney VanCanagan stated he had understood they had reached an agreement and would now like to discuss it with his clients. It was his understanding the Defense Counsel was empowered to make such negotiations on the Board's behalf.

**Commissioner Chilcott made a motion to recess for ten minutes. Commissioner Driscoll seconded the motion, all voted 'aye'.**

**Commissioner Chilcott made a motion to execute and adopt the Release and Settlement Agreement as presented and with the recommendations of the Attorneys between Ravalli County and the Plaintiffs. Commissioner Driscoll seconded the motion, all voted 'aye'.**

► The Board met for discussion of workplace safety policies. Present were Planning Director Karen Hughes, Administrative Director Skip Rosenthal, County Attorney George Corn, Deputy County Attorney Karen Mahar, and Administrative Assistant Glenda Wiles.

George stated there has been some concern with safety among the personnel. He stated the concern has been with the Courthouse and the outside CPC meetings. He presented the Montana State Guide for Employees for Preventing Workplace Violence. He discussed experiences in the past with heated planning meetings. He believes the Courthouse can be addressed with Department Heads meeting with their employees and reviewing with guide.

Skip stated violence in the workplace has been reviewed in the personnel handbook. The concern is with the outside meetings such as the CPC meetings. The Staff has reported threatening comments and heated actions. There has to be some kind of message to these people the county will not have their employees in harms way. He suggested documenting the comments as to who said what, how it was said and what was meant by it. If there is a majority consensus, then possibly suspend these meetings until they can be conducted in an orderly fashioned.



George stated we have to balance people's right to express themselves. We have to draw the line when it is threatening. Having the Commissioners present has helped to reduce the disruptiveness. You don't want to shut them down. There is a lot of tension at these meetings because these folks have a lot at stake. However, certain comments cannot be tolerated. He suggested reiterating guidelines at the beginning of the meeting by the Commissioner present. The way he sees it, is to strike balance with having a Commissioner present during these meetings. Discussion followed regarding a certain individual being angry at a past CPC meeting. George suggested having a public meeting here rather than having a Commissioner go to a non-commission sponsored meeting to be a pin cushion.

Commissioner Rokosch requested Karen to give comment in regards to meeting with people on their turf. Karen replied her Staff is concerned with the remarks even though they have heard it before. Now it is heating up with the larger crowd sizes and it has shifted into the next gear. She suggested taking up the Sheriff's offer to train her Staff to handle these situations and have the Sheriff know the potential hot zones.

Glenda asked if the meeting Jan Wisniewski has requested with the Commissioners is as a citizen of the county or as a Planning Board Member. Karen replied it has no affiliation with the Planning Board or any Planning Board event. Glenda suggested talking with Jan since some people believe it is a sponsored Planning Board event.

Karen stated the suggestions presented today are not an adopted policy. Commissioner Driscoll stated in some instances, it takes awhile to realize the comment is an actual threat. Commissioner Chilcott stated our Staff has been well trained to handle heated situations and he gave examples of past meetings. We do have to provide some level of safeguard for our employees. A presence of a law enforcement officer is a good thing even if it is for 15 to 20 minutes during these meetings.

Skip stated you want to encourage public participation but you should lay out the ground rules prior to the start of the meetings. Some one has to play the part of the enforcer. You have to make it known intimidating behavior will not be tolerated and then enforce it. It may be something to warrant an investigation of law enforcement. If people behave badly, then they will be asked to not participate anymore. He suggested having video of the meetings.

George stated he does not see it at that level. He does not perceive physical violence. He does see the 1% trying to be so disruptive to the level of not being able to continue the meeting. There is a certain decorum expected at these meetings. Commissioner Chilcott requested the comments heard and reported to be presented to the Board. Karen replied it is in her email. Commissioner Chilcott stated we do not want our Staff to be threatened with violence. There has to be a line and a policy of procedure.

Karen Mahar stated there has to be a line for determination of the realization of the threat. She stated it was initially raised in the Safety Meeting by Glenda Wiles to have a policy

in place and how to respond to these instances. She stated there is a history and the policy is pretty broad. It is similar to government policies. Do you want to have a plan for employees to deal with the situations? It should be reported if the employee feels it is at a high level. Then you should have someone trained to investigate the report and follow up with it. Commissioner Chilcott stated these are things the Board should have a program available to train the employees.

George stated a well laid out plan for precautions should be implemented. He gave an example of letting the Department know exactly where the employee is going and when they will be back. Board discussion followed regarding instances and resolutions.

Commissioner Rokosch stated he has seen in these meetings where the negativity has been encouraged to come forward so they can be discussed. Karen stated all these voices will come back when the draft maps come out. This is going to be a repetitive process with the negativity. Commissioner Rokosch stated there may be more frustration as the process continues and people realize it is going to move forward.

George stated if you reach the point to where the people are disruptive then continue on with the meeting. You get your say and then move on to the next person.

Commissioner Rokosch asked what Karen Hughes is looking for as to resolution. Karen replied Karen Mahar brought up some key points and suggestions. She stated the general policy works but to implement it more would help. Glenda stated they did talk about concerns regarding evacuations due to a problem in one of the offices and the need to get everyone out. She stated Karen Mahar agreed to write up a policy to address a real event. She gave an example of people using the evacuation time to run errands. If these people are not accounted for, then there is a problem. If we do have a situation in a building, there needs to be a more extensive policy in place. She stated she is looking for direction from the Board. Commissioner Driscoll stated every employee should have a copy of the policy. It should be cleaned up and polished.

George suggested polishing the policy and then having the Department Heads iterate it with employees. He also suggested Field employees have training with Kevin McConnell.

Glenda stated the policy of evacuation has not been in writing for someone to be able to look at and follow. Glenda gave an example of the need for direction from the Board for emergency situations. Karen stated she will distribute the policy to the Planning Staff and give training. **Glenda asked the Board if they could make copies and distribute the policy during the Department Head meeting. George suggested adding training with Kevin McConnell as well. The Board concurred with Glenda and George.**

Commissioner Rokosch suggested having patrol in the area of the CPC meetings should anything occur. Karen Mahar replied they already do. George suggested contacting Jan about his private meeting.

## **RAVALLI COUNTY POSITION DESCRIPTION**

**Position:** Comptroller  
**Department:** Ravalli County Administration Office  
**Responsible to:** Ravalli County Board of Commissioners  
**Classification:** Professional, Exempt, Full-time  
**Rate of Pay:** \$40,000 to \$45,000 per year D.O.E.

### **I. Position Summary:**

Responsible management and professional accounting work involving budget development and financial control and responsibilities for County financial functions. The nature of the work performed requires that the employee establish and maintain close cooperative working relationships with the Clerk and Recorder, County Administrator, Board of County Commissioners, elected officials, department heads, supervisors, financial institutions, employees, and the general public. Supervision is exercised over the work of assigned personnel, as appropriate.

### **II. Responsibilities:**

- Establishes operating policies and procedures for accounting (i.e. financial, accounts payable, payroll), inventory, payment and billing functions;
- Assist the Internal Auditor with the assembly of the annual budget for commission approval;
- Oversee the accounts payable and payroll processes to ensure accurate and efficient operation.
- Provides technical accounting assistance to staff;
- Participate in the maintenance of general and special ledgers and other accounting records;
- Coordinate and participate in the classification and distribution of income and expenditures to the proper accounts;
- Prepare and analyze financial summaries, statements and reports;
- Make recommendations for improvements in accounting systems which assure accuracy and efficiency;
- Handle special assignments involving accounting systems in County departments and special districts, and advise accountants or responsible parties in other departments when problems arise;
- Read and review legal and technical material relevant to governmental accounting;
- Keeps abreast of GASB pronouncements, generally accepted accounting principles (GAAP) and other rules affecting governmental accounting.
- Reviews staffing needs, and recommends personnel actions as appropriate;
- Conducts and approves performance evaluations and schedules overtime needs for assigned personnel in conjunction with department needs, as appropriate;
- Preparation of audit schedules in formats requested by independent auditing firm;
- Responsible for the reviewing of the government-wide financial statements and the individual fund statements to be prepared by the External Auditors;
- Assist the Internal Auditor with preparation of the MD&A report;
- Assists External Auditors with updating footnotes to explain data and reports;
- Assist the Internal Auditor with the analysis of audit findings to determine if accounting and cash control procedures should be changed in conjunction with other affected departments and personnel;
- Summarizes and formats the budget information for discussion, decision-making and integration into the accounting system;

- Prepare monthly department printouts with budget projections, to be reviewed by the Internal Auditor, to ensure departments are operating in accordance to budget and proper general ledger classification;
- Prepares financial reports and oversees the year-end closing;
- Prepares special reports and projects for management;
- Assists county department heads with the financial management and reporting of County grants including financial compliance and tracking of grant funding;
- Coordinates and consults with departments on accounting procedures to accommodate new or changing program needs.
- Performs related work as assigned.

### **III. Required Competencies and Skills**

- Internal management and financial control policies and procedures;
- Governmental accounting and auditing principles, techniques and practices;
- Grant administration and reporting requirements;
- State and federal reporting rules and regulations;
- Advanced accounting practices to design and review accounting systems;
- Cost accounting principles and practices to properly determine and allocate costs;
- Principles and practices of accounting and budgeting in government;
- Principles and practices of a County purchasing system;
- Business law and Government Code sections relevant to local government accounting;

#### ***Skill to:***

- Assign, review, train, and evaluate support staff as appropriate;
- Use computer and data processing technology as applied to financial, accounting and auditing utilizations;
- Operate a personal computer using word processing, financial spreadsheets, specialized accounting and database applications appropriate to assigned duties;
- Organize work to meet "all" deadlines.

#### ***Ability to:***

- Analyze financial data and interpret results for management reports;
- Analyze manual accounting systems to determine applications for automated system;
- Prepare complex, summary financial reports and statements accurately;
- Analyze financial transactions and identify problems relating to accounting;
- Analyze statistical and program data and draw conclusions;
- Communicate well both orally and in writing, using both technical and non-technical language;
- Establish and maintain effective working relationships with the Clerk & Recorder, County Administrator, Board of County Commissioners, elected officials, department heads, supervisors, financial institutions, employees, and the general public;
- Prepare accurate and reliable reports containing findings, audit and financial reports and projections;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Perform a wide variety of accounting and supervisory tasks with accuracy and speed under the pressure of time-sensitive deadlines;
- Determine accounting problems, review factors and select alternatives, and take corrective action;
- Read, understand and interpret laws, regulations, agreements, and resolutions;

- Write clear, concise reports, memos, and instructions with technical accuracy using correct grammar, punctuation and spelling;
- Work with departments and agencies to effect appropriate accounting practices and procedures;
- Retain and recall information regarding accounting systems and reporting requirements;
- Use personal computer and calculators accurately and effectively.

#### **IV. QUALIFICATIONS:**

Graduation from a college or university of recognized standing with a Bachelor's Degree in Accounting, Finance, Public Administration or Business Administration or closely related field; **and** three (3) years' experience in governmental accounting or public financial administration; minimum of one year of supervisory experience. Certified Public Accountant (CPA) preferred.

## **RAVALLI COUNTY POSITION DESCRIPTION**

**Position:** Human Resource Specialist  
**Department:** Ravalli County Administrative Office  
**Responsible to:** Ravalli County Human Resource Director  
**Classification:** Non-Exempt (.75 FTE)  
**Rate of Pay:** \$13.00 - \$15.00 /hr.

### **I. Position Summary**

Under the general supervision of the Human Resource Director, the Administrative Assistant is responsible for a variety of clerical and administrative tasks relative to Human Resource Management, Accounting, Payroll, Purchasing and general office functions. While directly responsible to the Human Resource Director, the Human Resource Assistant will share responsibilities delegated by both the Human Resource Director and County Comptroller.

### **II. Responsibilities**

#### **1. Human Resource Management**

- Assists with the recruitment, hiring, and performs orientation of new employees as delegated by the HR Director or in the HR Director's absence.
- Compiles required documentation and sets up Employee Personnel Files.
- Enters employee information into the accounting system necessary for payroll and personnel management.
- Coordinates employee enrollment with various applicable benefits and works as liaison with provider agencies (i.e. PERS, Health Insurance).
- Assists employees and provider agencies with issues relative to benefits and policy clarification.
- Assist employees with termination procedures to ensure applicable policies are followed and all necessary tasks are completed.

#### **2. Accounting/Payroll**

- Organizes, reviews, and processes claims.
- Assists the County Accountant in the tracking of expenses relative to department and/or program budgets.
- Assists with the administration of County Fiscal Procedures and coordinates purchasing as delegated by the Comptroller.
- Organizes, reviews, corrects and processes time-cards and prepares payroll reports.
- Processes bi-monthly payroll and as necessary for timely County operations (i.e. special requests, employee termination, retro-pay).

- Serves as primary contact with Employees on pay and compensation issues.
- Compiles financial information for comparison and analysis.
- Assists with the development of financial reports, cost projections, and budgets as delegated by the Comptroller and HR Director.
- Processes and maintains garnishments and/or levies issued on County employees.

### **3. General Office Administration**

- Provides office reception.
- Provides clerical support (typing, filing, mail, etc.)
- Performs other duties as assigned.

### **III. Required Skills**

- Knowledge of basic accounting.
- Working knowledge of benefits administration and interpretation (health insurance, flex plans, retirement plans).
- Knowledge of standard computer applications (word processing, spreadsheet, data base).
- Ability to communicate well in both verbal and written forms.
- Strong organizational skills and the ability to prioritize and manage multiple tasks.
- Ability to interact constructively with various level staff and in a collaborative "team" setting.
- Working knowledge of regulations related to employee benefits, FLSA compensation, and collective bargaining agreements.

### **IV. Qualifications and Experience**

- High school diploma or equivalent.
- Two (2) years work experience in an office setting with responsibilities involving benefits administration, human resource management, accounting, and payroll.
- Additional education and/or training specific to position responsibilities will be preferred.

Administration Budget FY '08 (Revised)																
COLA + Longevity Effective 7/1/07																
Last Revised:		2/25/08														
Rates Effective		7/1/07														
Recommended COLA:		3.20%														
Monthly Insurance Contribution:		\$552.29														
Includes FY '07 Work Comp Rates																
Includes FY '07 Unemployment Ins.Rates																
Includes Initiation of Longevity for All Employees 7/1/07																
<u>Department</u>	<u>Last Name</u>	<u>First Name</u>	<u>Postion</u>	<u>FTE=</u>	<u>DOE</u>	<u>Years of Emp.</u>	<u>Grade</u>	<u>FY '07 Hourly Rate</u>	<u>COLA Increase</u>	<u>FY '08 Hourly Rate</u>	<u>Value of Long.</u>	<u>Additional Cost</u>	<u>Annual Salary</u>	<u>Benefit Cost</u>	<u>Total Compensation</u>	
Administration	Rosenthal	Elmer	Admin. Director	1.00	5/1/01	6.17		\$ 25.19	\$ 0.81	\$ 26.00	\$ 0.26	\$ 90.10	\$ 54,161.95	\$ 15,415.26	\$ 69,577.21	
Administration	Exner	Jana	Accountant	1.00	11/2/98	8.67		\$ 19.30	\$ 0.62	\$ 19.92	\$ 0.20	\$ 276.14	\$ 41,704.75	\$ 10,253.34	\$ 51,958.09	
Administration	Stromberg	Verona	Admin. Assistant	0.75	12/30/02	4.50	9	\$ 11.69	\$ 0.37	\$ 12.06	\$ 0.12	\$ 109.76	\$ 18,929.73	\$ 8,406.36	\$ 27,336.08	
TOTAL													\$ 114,796.42	\$ 34,074.96	\$ 148,871.38	
														29.68%		
March 1 - June 30, 2008																
<u>Department</u>	<u>Last Name</u>	<u>First Name</u>	<u>Postion</u>	<u>FTE=</u>	<u>DOE</u>	<u>Years of Emp.</u>	<u>Grade</u>	<u>FY '07 Hourly Rate</u>	<u>COLA Increase</u>	<u>FY '08 Hourly Rate</u>	<u>Value of Long.</u>	<u>Additional Cost</u>	<u>Annual Salary</u>	<u>Benefit Cost</u>	<u>Total Compensation</u>	
Administration	TBD		HR Director	1.00	4/1/08				\$ -	\$ 23.50		\$ -	\$ 16,290.20	\$ 3,747.66	\$ 20,037.86	
Administration	Exner	Jana	Comptroller	1.00	11/2/98	8.67			\$ -	\$ 22.00		\$ -	\$ 15,250.40	\$ 3,636.63	\$ 18,887.03	
Administration	Stromberg	Verona	HR Specialist	0.80	12/30/02	4.50			\$ -	\$ 15.00		\$ -	\$ 8,318.40	\$ 3,277.12	\$ 11,595.52	
TOTAL													\$ 39,859.00	\$ 10,661.41	\$ 50,520.41	
													Balance Remaining for FY	\$ 39,200.00	\$ 11,600.00	\$ 50,800.00
													Cost Difference	\$ (659.00)	\$ 938.59	\$ 279.59
FY '09 (2.8% COLA)																
<u>Department</u>	<u>Last Name</u>	<u>First Name</u>	<u>Postion</u>	<u>FTE=</u>	<u>DOE</u>	<u>Years of Emp.</u>	<u>Grade</u>	<u>FY '08 Hourly Rate</u>	<u>COLA Increase</u>	<u>FY '09 Hourly Rate</u>	<u>Value of Long.</u>	<u>Additional Cost</u>	<u>Annual Salary</u>	<u>Benefit Cost</u>	<u>Total Compensation</u>	
Administration	TBD		HR Director	1.00	4/1/08			\$ 23.08	\$ 0.65	\$ 23.73	\$ 0.24	\$ 123.35	\$ 49,473.93	\$ 14,654.63	\$ 64,128.56	
Administration	Exner	Jana	Accountant	1.00	11/2/98	8.67		\$ 22.00	\$ 0.62	\$ 22.62	\$ 0.23	\$ 313.55	\$ 47,354.83	\$ 11,170.07	\$ 58,524.90	
Administration	Stromberg	Verona	HR Specialist	0.75	12/30/02	4.50		\$ 15.00	\$ 0.42	\$ 15.42	\$ 0.15	\$ 140.30	\$ 24,195.50	\$ 9,362.09	\$ 33,557.59	
TOTAL													\$ 121,024.26	\$ 35,186.79	\$ 156,211.04	
FY '09 Increase over FY '08													\$ 6,227.83	\$ 1,111.83	\$ 7,339.67	